

# Cash Receipts and Expenditures: Travel - CKB

## **Mileage**

Employees must complete mileage reimbursements forms within 45 days of return from travel. The form must include the dates and purpose of travel, destination(s), time of departure and return, and mileage.

A travel authorization form must be completed prior to registration for conferences and events, and approved by the employees' immediate supervisor. The form must include the dates and purpose of travel, destination, estimate of travel cost, lodging and per diem costs. Supporting documentation is required for each traveler. Each traveler must complete an authorization form. Authorizations must be approved prior to purchase or booking of any travel arrangements. In-state travel must be approved by the employee's immediate supervisor. An administrator or board employee's immediate supervisor may be the superintendent or board chair.

Out-of-state travel must be approved by the immediate supervisor and applicable administrator. An administrator or board employee's immediate supervisor may be the superintendent or board chair.

## **Travel Reimbursement**

A travel reimbursement form must be completed within 30 days of return from travel.

Lodging, airfare, taxi, parking, or other transportation and baggage fees paid by the employee require receipts to be reimbursed. Expenditures not supported by receipts will not be reimbursed, unless expressly approved by the supervisor in extraordinary circumstances. Per Diem reimbursement requests must be included on the travel reimbursement form or on a completed mileage log. Conference agendas, completed mileage logs, or other documentation supporting times of departure and return are required for per diem meal reimbursements (see state travel per diem schedule). It is the policy of the District to reimburse food on a per diem rate rather than by actual costs.